

**Report Date:** 29 Apr 2015

**Summary Report for Individual Task**  
**805B-79T-4409**  
**Prepare Army National Guard Chaplain/Chaplain Candidate Packet**  
**Status: Approved**

---

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have encountered an eligible applicant willing to process into the Chaplain Corps. You have access to your RWS, web based applications, reference materials, general office supplies, required documents, and leadership guidance.

**Standard:** Complete Chaplain/Chaplain Candidate packets through the utilization of the RZ-DCA.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
------------------------

**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### **Performance Steps**

1. Prepare Chaplain/Chaplain candidate packet) IAW Chaplain and Chaplain candidate RZ-DCA Handbook, DCA QC checklist and scanning folders per Chaplain and Chaplain candidate SOP 27 APR. Inter service transfers are processed according to para 5-5 of the Chaplain and Chaplain candidate SOP.  
(<https://ako.ssi.tradoc.army.mil/ARNG/SMTC/TD/OSM/JA/Chaplain%20SOP.pdf>GKO NGB-ASM Chaplain Strength Support).

a. Initiate checklist for Chaplain candidate (CC) or Chaplain (CH).

Note: all documents required for CC or CH packet unless specified for CC or CH only.

b. Source documentation.

c. DD Form 2088 Certificate of Ecclesiastical Endorsement (EE) for CH or Ecclesiastical Approval Letter/Memo (EA) for CC. The original must be sent to OCCH from the endorsing agency.

d. Chapter 2 Commissioning Physical (DoDMERB, State Medical Command, Active Duty or MEPS).

e. DA5500/5501 (if applicable).

f. Official transcripts—undergraduate, graduate (CH).

g. Letter of acceptance in seminary/enrollment (CC).

h. DCA security clearance or verification of clearance, PAI/PAE signature pages.

i. DD Form 368 (if applicable).

j. Photo - refer to CH SOP for specific requirements for photos.

k. Academic evaluation worksheet (CH).

l. Senior Chaplain interview statement. Must be completed by state Chaplain or designee O-5 or above.

m. Applicant essay. Must use CH and CC essay format. Example found on GKO NGB-ASM Chaplain strength support website.

n. Multi-paragraph application letter. Must use CH and CC multi-paragraph application letter format. Example found on GKO NGB-ASM Chaplain strength support website.

o. Chronological listing of professional ministry experience (CH)

p. Waiver requests (RE, education, 2x non-select, exception to policy, age, age-in-grade, moral (financial and civil conviction), and medical).

q. NGB 62E.

r. Prior service documentation (DA 1059-1-R AER for CC).

s. DA 3574/DA 3575.

t. Extra TDA requests (CC).

u. CC/CH incentive documentation.

2. Input applicant information and scan source documents into DCA system to create electronic packet. Inter service transfer packet items are processed according to para 5-5 of the Chaplain and Chaplain Candidate SOP and submitted per your state's Standard Operating Procedure (SOP) i.e. O-Branch.

3. Submit DCA packet electronically to NGB quality review for USAREC Board prior to packet deadlines.

4. Correct any errors, where applicable and resubmit the packet.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by two methods:

a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared Chaplain/Chaplain candidate packet.			
2. Input applicant information and scanned source documents in DCA.			
3. Submitted DCA packet electronically to NGB quality review for USAREC board prior to deadline.			
4. Corrected any errors, where applicable and resubmitted the packet.			

#### Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-100	Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)	Yes	No
	AR 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Reprinted W/Basic Incl C1-4)	Yes	Yes
	AR 135-7	ARMY NATIONAL GUARD AND ARMY RESERVE INCENTIVE PROGRAMS	Yes	Yes
	AR 165-1	Army Chaplain Corps Activities	Yes	Yes
	AR 40-501	Standards of Medical Fitness	Yes	Yes
	AR 600-9	The Army Body Composition Program	Yes	Yes
	AR 601-100	APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS IN THE REGULAR ARMY	Yes	No
	NGR 600-100	Federal Recognition and related Personnel Actions	Yes	Yes
	RECRUITER ZONE 2.00	Recruiter Zone 2.00 Users Manual	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK

## ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

### ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4